

## SAMPLE DONATION/IN-KIND TRACKING FORM

TOTAL VALUE \$ \_\_\_\_\_  
For use by program \_\_\_\_\_

### DONOR INFORMATION:

NAME: \_\_\_\_\_ Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### DONATION CLASSIFICATION

(Attach separate listing of donated items if additional space is needed. The value is to be based on "Fair Market Value." Fair Market Value is defined as the amount of money, a typical, well-informed unrelated buyer would be willing to pay for the item or service donated.)

☐ Space Rental: Space utilized by programs for meetings or events.  
Place \_\_\_\_\_ Rate: \_\_\_\_\_  
Purpose: \_\_\_\_\_ Date/Time Period: \_\_\_\_\_

☐ Utilities: Gas, electric, air conditioning, garbage collection etc.  
Utility Costs Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_  
Date/Period of Time: \_\_\_\_\_

☐ Equipment Rental: Items loaned for special event use  
Items loaned: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Donated Equipment: Example: Calculators, computer hardware, typewriters  
Items Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Office Supplies: Ex: Staplers, Computer Disks & Software  
Items Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Volunteer Personal Mileage Date/Time Period \_\_\_\_\_  
\_\_\_\_\_ Miles @ \_\_\_\_\_ cents/per mile = \$ \_\_\_\_\_

☐ Program Supplies: Food for meetings, event tickets, free admission passes  
Items Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Professional Services: Ex: Plumbing, painting, legal  
Services Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Members supervision Date/Time Period \_\_\_\_\_  
Time Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Administrative costs from yours or a related organization Date/Time Period \_\_\_\_\_  
Costs Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

☐ Miscellaneous: Ex: Television--Public Service Announcements, Training, Research Assistance  
Items Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_  
Items Donated: \_\_\_\_\_ Value \$ \_\_\_\_\_

Agency Personnel Signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted By

Mark the date that the  
thank you note was sent  
& write your initials in the box.

